



**DEPARTMENT OF THE ARMY
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND
200 STOVALL STREET
ALEXANDRIA, VA 22332-5000**

November 30, 2004

Dear Industry Partners,

As the Holidays fast approach there will be several opportunities presented for industry personnel to attend various types of holiday celebrations sponsored by the Government. I would like to clarify the Military Surface Deployment and Distribution Command's (SDDC) policy for industry attendance at these festivities. As the Government is prohibited from reimbursing contractors for their employees' morale and welfare expenses, all costs and fees must be borne by the individual attendee.

We recognize that the invitees are your contractor personnel and not Government employees, and as such we do not intend for any invitations received to interfere with your employee management or to have an impact on contract performance. Whether your employees can take the time off to attend these festivities, and the nature of the time off is solely between you and your employees. When a contractor's employee is absent, the contractor cannot bill for services not delivered, and is responsible for such issues as contract schedules, delivery dates, and other matters. Accordingly, it is the contractor that must decide if and under what conditions one or more of its employees may be absent.

We appreciate the service you provide to SDDC and to the war fighter and we wish you a safe and happy holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read "Francis A. Giordano", is written over a horizontal line.

Francis A. Giordano
Director, SDDC Acquisition Center